



Online Renewals for Vending Machine Licenses

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Creating an Account

To access Iowa's Online Food Licensing System, please log onto the site by entering <https://iowa.safefoodinspection.com> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

Log In Page:

The screenshot shows the Iowa Department of Inspections & Appeals website. The header includes the department name and a navigation bar with links for 'IOWA STATE AGENCIES' and 'ONLINE SERVICES'. Below the header, the text 'Welcome To USA Food Safety' is displayed. The main content area features a 'Log In' section with fields for 'User Name *' and 'Password *', and buttons for 'Log In' and 'New Account'. Below the 'Log In' section, there are links for 'Forgot Password' and 'Forgot your Password? Retrieve it Here!', as well as 'WiFi Hotspot(s)' and 'Find a WiFi Hotspot'.

Callout Box 1 (Left): If you forget your password, please use the "Forgot Password" function. As passwords are required to be changed every 120 days, the Forgot Password function will allow you access if you are an infrequent user.

Callout Box 2 (Top Right): If you already have an account, please enter your User Name and Password then select "Log In."

Callout Box 3 (Bottom Right): If you are a new user of the system, please select "New Account."

New User Account

New User Organization Questionnaire

Question

What is the primary purpose for creating an account today? *

If you know what type of license you are renewing or applying for, select the correct option. If you are unsure about which license option to select, please call 515-281-7102.

Options

- ☐ Apply for a social or charitable gambling license, such as, a raffle, sport betting pool, bingo, or games of skill and chance
- ☒ Apply for or renew an Iowa food establishment or lodging license (i.e. hotel, vending machine, home bakery, mobile food unit, temporary food establishment, farmer's market, restaurant, grocery store, or other direct to consumer food operation)
- ☐ Apply for or renew an Iowa food manufacturing or warehouse license
- ☐ Conduct activities associated with registered amusement devices

[Next](#)[Start Over](#)

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input checked="" type="radio"/> Multiple counties <input type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating business in multiple counties, select the "Multiple counties" option. If you need to go to the previous screen, click "Previous" or "Start Over."

Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input type="radio"/> Multiple counties <input checked="" type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating a single business in a single county, select the "Single county" option. If you need to go to the previous screen, click "Previous" or "Start Over."

New User Account

New User Organization Questionnaire

Question
Select the county where most of your businesses are located *

Options
Black Hawk

Previous Next Start Over

If you selected “Multiple counties,” you will need to determine the county where the majority of your businesses reside. Once you select the county from the drop-down box, click “Next.” If you have a single business, click “Previous.” **[Please note:** the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Question
Select the county where your business is located *

Options
Boone

Previous Next Start Over

If you selected a “Single county,” please select the county where your business is located. Once you select your county from the drop-down box, click “Next.” Otherwise, select “Previous” if you have multiple businesses. **[Please note:** the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Based on your responses the following regulatory jurisdiction has been selected: **DIA Food and Consumer Safety Bureau**

To proceed, select Confirm. To review the previous question, select Previous. To start over, select Start Over. [Food Regulatory Jurisdiction Map](#)

[Previous](#)[Confirm](#)[Start Over](#)

This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. You can also click "Food Regulatory Jurisdiction Map" to check the jurisdiction that has been selected. If you click the jurisdiction map, you will be taken to another page and be required to start over. Select "Confirm" to advance.

Create a New User Account:

New User Account

User Information

User Name *
Password *
Verify Password *
Home Jurisdiction *
DIA Food and Consumer Safety Bureau

Account Information

First Name *
Middle * ☐ None Available
Last Name *
Suffix
Account ID
Not yet assigned
Email *
Phone/Ext *
Cell Phone
Fax
Emergency
Emergency

Save Back

Callout 1: Create your own User Name and Password.

Callout 2: The "Home Jurisdiction" is pre-determined by your selection of your business location and license type.

Callout 3: Complete all "Account Information" fields. All fields marked with an asterisk (*) are required fields.

Callout 4: Review the information you have entered for accuracy and select "Save."

Log In Page:

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Log In New Account

Other Options:

Forgot Password Forgot your Password? Retrieve it Here!

WiFi Hotspot(s) Find a WiFi Hotspot

Once you have saved your User Account, log in with your credentials.

Food Business Home Page:

Home Tools Logout

Facility Portal Add existing business: Business Code Add

Filter by Business Name Show All

If you are seeing this page, you have successfully logged in to the Iowa Online Food Licensing System. Congratulations!

If you do not see this page after attempting to login using your user credentials, please try again. If you are still unsuccessful, please contact the regulatory authority.

Associating an Existing Food Business with a User Account

Once you have successfully logged into the Iowa Online Food Licensing System, the next step is to associate active food businesses with your user account. The Business Code that you need to associate an existing business with your user account is located on the food license renewal application that you receive from the regulatory agency.

Here is an example of the top portion of the vending license renewal application:

VENDING MACHINE LICENSE RENEWAL APPLICATION

Date of Renewal: _____

Has ownership changed since license issued? ☐ Yes ☐ No

MARK'S VENDING MACHINES
321 E 12th ST
Des Moines, IA 50319

If ownership has changed give previous owner

business name _____, and
license number: _____ (if known)

LATE PENALTIES APPLY IF LICENSE HAS EXPIRED

License: 154981 Expires: 05/31/2018 Business Code: 3J6V-F5BD

The "Business Code" on the renewal must be entered in the space provided on the "Iowa Online Food Licensing" home screen.

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

Filter by Business Name Show All

Enter the Business Code from the renewal form here and then select "Add."

Once you add a Business Code, the food business will appear as a blue panel on the home screen.

If you are associated with more than one food business, you must enter the Business Code from other businesses and select "Add."

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon. Below the navigation bar, the title 'Facility Portal' is on the left, and on the right, there is a form labeled 'Add existing business:' with a text input field containing 'Business Code' and an 'Add' button. In the center, there is a search bar with a magnifying glass icon and the text 'vending II', followed by a 'Show All' button. Below the search bar, there is a single blue horizontal panel with the text 'MARK'S VENDING II - 122549 - (0) -' and a right-pointing arrow.

Each valid Business Code added will add another food business to the home screen.

The screenshot shows the 'Facility Portal' interface with two business entries. The navigation bar and 'Add existing business:' form are the same as in the previous screenshot. The search bar still contains 'vending II' and the 'Show All' button. Below the search bar, there are two blue horizontal panels. The top panel contains the text 'MARK'S VENDING MACHINES - 122441 - (1) -' and a right-pointing arrow. The bottom panel contains the text 'MARK'S VENDING II - 122549 - (0) -' and a right-pointing arrow.

Reviewing and Updating Business and License Information

Once a user has associated one or more food businesses with the user account, it is important that the business information is reviewed and updated as necessary to reflect the current operation. There are two areas where information is displayed: “Business Information” and “License Information.” Both of these areas contain operational information about each food business.

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon. Below the navigation bar, the title 'Facility Portal' is on the left, and on the right, there is a section 'Add existing business:' with a 'Business Code' input field and an 'Add' button. Below this, there is a search bar with a magnifying glass icon and the text 'vending'. To the right of the search bar is a 'Show All' button. Below the search bar, there is a list of two business entries, each in a blue bar with a right-pointing arrow icon on the right side. The first entry is 'MARK'S VENDING MACHINES - 122441 - (1) - [edit icon]'. The second entry is 'MARK'S VENDING II - 122549 - (0) - [edit icon]'. Two blue callout boxes are present: one pointing to the edit icon of the first entry and another pointing to the right arrow of the second entry.

To access the “Business Information” screen, click the paper and pencil icon.

To view “License Information,”
click the “>” icon.

Business Information:

When the pencil and paper icon is selected, the “Edit Business Information” page will appear. Please review and update this information to reflect current operations. Note that some of the fields are locked (shaded in gray) and cannot be changed by the user. If there is inaccurate information in fields that are locked, please contact the regulatory authority.

EDIT: MARK'S VENDING II

Business Name:
MARK'S VENDING II

Phone*: 515-577-3003 Cell: Email*: email@dia.iowa.gov

☐ No Phone Available ☐ No Email Available

Mailing Address ☐ International Address

Street Number*: 321 Street Name*: 12th St. Street Suffix:
Secondary Unit Type: Secondary Unit Number:
Zip*: 50319 State*: IA County*: Polk City*: Des Moines

Physical Address Same as Mailing ☐ International Address

Street Number*: 321 Street Name*: 12th St. Street Suffix:
Secondary Unit Type: Secondary Unit Number:
Zip*: 50319 State*: IA County*: Polk City*: Des Moines

Facility Data

Emergency Contacts

Contact's Name	Address	Relationship	Cell Phone
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Review and update the information to reflect current operations.

The user cannot edit fields that are shaded (locked). If information is inaccurate in these fields, contact the regulatory authority.

Business Information (continued):

Emergency Contacts			
Contact's Name	Address	Relationship	Cell Phone
Add New Contact			

Attachments		
File Name	Description	Delete
Add New Attachment		

Save Changes

Select "Add New Contact" to enter emergency contact information. Emergency contacts may receive alerts when emergencies arise such as power outages, boil orders, flooding and other conditions that may affect the operation of the business. **Note:** At least one Emergency Contact is required before this screen will save or close.

Ensure you select "Save Changes" if changes have been made to the Business Information.

Select "Add New Attachment" to provide the regulatory agency with information such as a copy of the current menu, water test results, HACCP plan, policies and procedures, training documents, Certified Food Protection Manager documentation, or other necessary information about the food business.

License Information:

When the “>” icon is selected, the blue panel will expand to show a License Information summary. **Note:** only active licenses will display.

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

vending Show All

MARK'S VENDING MACHINES - 122441 - (1) - [icon]						
	Add To Cart	License Number	Program Type	Name	Expire Date	Status
	+ [icon]	154981	Vending Machine	-	5/31/2018 (42 days)	Active

MARK'S VENDING II - 122549 - (0) - [icon]						
	Add To Cart	License Number	Program Type	Name	Expire Date	Status
	+ [icon]	155186	Vending Machine	-	4/27/2018 (8 days)	Submitted

To access detailed license information, click the “+” icon. Each “+” icon contains unique detailed license information for each license.

Detailed License Information (Business Program Reference Data): The information displayed for each license will differ based on the license type.

MARK'S VENDING MACHINES - 122441 - (1) -
▼

Add To Cart	License Number	Program Type	Name	Expire Date	Status
- <input type="checkbox"/>	154981	Vending Machine	-	5/31/2018 (42 days)	Active

Business Program Reference Data

Location 1

Name *

Address *

City *

Number of Machines *

Name

Address

City

Number of Machines

Location 2

Name

Address

City

Number of Machines

Name

Address

City

Number of Machines

Location 3

Name

Address

Name

Address

All areas of the "Business Program Reference Data" that are marked with an asterisk (*) require a response. At least one vending machine location must be entered to proceed. Please list all vending machine locations. If your operation has more than 10 locations, please attach a supplemental list of machine locations.

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Detailed License Information (continued):

Location 10

Name

Address

City

Number of Machines

If more locations are needed, please attach document with requirements

[Save Reference Data](#)

Attachments		
File Name	Description	Delete
Add New Attachment		

Number of Machines

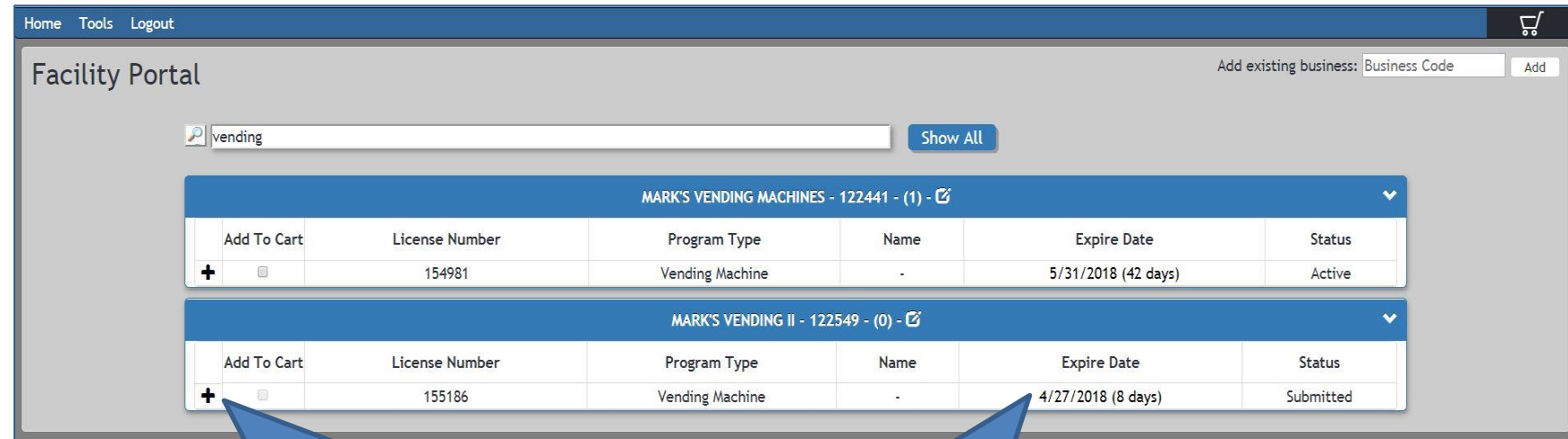
Please enter the Number of Machines.

Select "Save Reference Data" after making changes to the Business Program Reference Data.


Insert the number of vending machines that you intend to license. This number will calculate your fee and will determine the number of vending machine tags you will receive.


Paying for Vending License

Once a user has successfully updated Business Information and License Information, food licenses may be renewed using the Iowa Online Food Licensing System. The system has messages and prompts to assist a user in renewing a food license.



The screenshot shows the 'Facility Portal' interface. At the top, there are navigation links: 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon. Below the navigation bar, the title 'Facility Portal' is displayed. To the right of the title, there is a search bar with the text 'vending' and a 'Show All' button. Below the search bar, there are two expandable sections for vending machines. The first section is titled 'MARK'S VENDING MACHINES - 122441 - (1) - [icon]' and contains a table with columns: 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. The table has one row with the following data: License Number 154981, Program Type Vending Machine, Name -, Expire Date 5/31/2018 (42 days), and Status Active. The second section is titled 'MARK'S VENDING II - 122549 - (0) - [icon]' and contains a similar table with columns: 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. The table has one row with the following data: License Number 155186, Program Type Vending Machine, Name -, Expire Date 4/27/2018 (8 days), and Status Submitted. Two callout boxes are present: one pointing to the '+' icon in the 'Add To Cart' column of the first table, and another pointing to the 'Expire Date' column of the second table.

Add To Cart	License Number	Program Type	Name	Expire Date	Status
	154981	Vending Machine	-	5/31/2018 (42 days)	Active

Add To Cart	License Number	Program Type	Name	Expire Date	Status
	155186	Vending Machine	-	4/27/2018 (8 days)	Submitted

Select the "+" icon to provide number of machines and machine locations for each license.

A license is available for renewal 60 days **prior to** expiration. A license may be renewed **up to 60 days after** expiration. Late fees apply if the license is expired.

Once you have selected the “+” icon, scroll to the bottom of the expanded view and find the area labeled “Attachments.”

Location 10

Name

Address

City

Number of Machines

If more locations are needed, please attach document with requirements

[Save Reference Data](#)

File Name	Description	Delete
Add New Attachment		

Number of Machines

Please enter the Number of Machines.

Select “Add New Attachment” to upload a list of vending machine locations for this license. Once “Add New Attachment” is selected, a window will pop up on the screen that will allow you to select a document from your computer to upload. Acceptable documentation for vending machines includes a list of all vending machine locations and the number of machines at each location.

Insert the number of vending machines that you intend to license. This number will calculate your fee and will determine the number of vending machine tags you will receive.

Home Tools Logout

Facility Portal

From iowabeta.usasafeinspect.com

To renew, please enter the number of vending machines in the space provided, enter vending machine locations in the space provided, and if necessary attach a list of vending machine locations.

Select Cancel to update information before renewing.

Select OK to place the selected license in the shopping cart.

OK Cancel

Add existing business: Business Code Add

vending

Add To Cart	License Number	Program Type	Expire Date	Status
<input checked="" type="checkbox"/>	154981	Vending Machine	5/31/2018 (42 days)	Active
MARK'S VENDING II - 122549				
<input type="checkbox"/>	155186	Vending Machine	4/27/2018 (8 days)	Submitted

Select the "Add To Cart" box to place this license in the shopping cart.

To renew, please enter the number of vending machines in the space provided, enter vending machine locations in the space provided, and if necessary attach a list of vending machine locations. Selecting "Cancel" will allow you to enter this information. Selecting "OK" will place this license in the shopping cart.

To view the contents of the shopping cart, select the shopping cart icon.

Once the user has successfully placed a license in the shopping cart, the shopping cart contents should be reviewed for accuracy before checking out. To view the shopping cart contents, select the shopping cart icon.

A license can be removed from the shopping cart by clicking the "X" or by unchecking the "Add to Cart" box.

Each license that has been successfully added to the shopping cart is identified by the license number (e.g., 194473). Payment details are also provided in the cart. Late payments will have penalty fees included.

The screenshot shows a web interface for license renewals. A shopping cart overlay is open, displaying the following details:

CART	
Renewal - 194473 - V - \$50.00 Vending Machine License	X
Base Cost: \$50.00	
Unit Fee: \$290.00	
Total	\$340.00
There will be a \$1 bank fee added at checkout.	
* A \$1 transaction fee will be added at checkout for ePayments (EFT, ACH, bank transfers).	
* A 2.5% transaction fee will be added at checkout for credit and debit card payments.	
Checkout	

In the background, a table lists licenses with columns: Add To Cart, License Number, Program Type, and Name. Visible entries include 'CASEY'S GENERAL STORE #3025 - 2814 - (2)' and 'Pierquet Test - 127788 - (0)'.

Once the shopping cart contents have been reviewed for accuracy, the user may proceed by selecting "Checkout." Selecting Checkout will redirect the user to the Iowa e-payment screen. The cost is \$50 for the first machine and \$10 for each additional machine.

NOTE: Both Electronic Fund Transfer (EFT) AND credit/debit card payments are accepted. There is a \$1 transaction fee for bank transfers and a 2.5% transaction fee for credit and debit cards.

Once the payment process is complete, the user will receive a payment confirmation number which may be printed and maintained as proof of payment. After receiving the payment confirmation number, please log back into the Iowa Online Food Licensing System to ensure the selected license or licenses are in a "Submitted" status. If the license you selected is not in a Submitted status, please contact the regulatory authority.

NOTE: Licenses that are in a Submitted status are NOT approved. Once the regulatory authority has approved the license, the status will be shown as "Active."

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

vending Show All

MARK'S VENDING MACHINES - 122441 - (1) - [icon]						
	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input type="checkbox"/>	154981	Vending Machine	-	5/31/2018 (42 days)	Active

MARK'S VENDING II - 122549 - (0) - [icon]						
	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input type="checkbox"/>	155186	Vending Machine	-	4/27/2018 (8 days)	Submitted

Licenses that are in a "Submitted" status have NOT been approved. The approval process occurs after submission. The documentation that has been provided will be reviewed before approval. Once the license has been approved, the status will change back to "Active." Please log into the Iowa Online Food Licensing system periodically to view the license status.